

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, March 8, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management Financial Report
5. Resolution Preliminarily Authorizing the Issuance of Revenue Bonds by the Health & Educational Facilities Board for the Middle Tennessee Medical Center Facility
6. General Fund Budget Amendments:
 - A. Ambulance Service
 - B. Agriculture Extension
 - C. Pet Adoption & Welfare Services
 - D. Fire & Rescue (3)
 - E. Sheriff's Department/Jail (4)
7. Special Purpose Fund Budget Amendment
8. Drug Control Fund Budget Amendment
9. Debt Service Fund Budget Amendments (3)
10. Recommendation Authorizing a Memorandum of Understanding Agreement with the American Red Cross
11. Recommendation Authorizing TVA Grant Application
12. Request Approving Concept of Acquiring Additional Space for the Sheriff's Department
13. Recommendation Authorizing STOP Grant Application
14. Recommendation Authorizing Direct Deposit Policy & Related Resolution
15. 2012-13 Budget Schedule
16. Other Business

* * * *

To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

* * * *

cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the February 9, 2012 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending February 29, 2012.
4. The Risk Management Director will present the monthly Risk Management Financial Report.
5. The Health & Educational Facilities Board will be requesting approval of a Resolution preliminarily authorizing, subject to the submission of satisfactory implementing documents, the issuance by the Health and Educational Facilities Board of Rutherford County, of its revenue bonds, in one or more series, in an aggregate principal amount of not to exceed \$60,000,000 to finance a portion of the costs of the acquisition, construction, remodeling and equipping of the Middle Tennessee Medical Center.
6. **General Fund Budget Amendments:**

- A. Ambulance Service Fund Budget Amendment. The Ambulance Service Director will be requesting approval of the following budget amendment to provide a transfer to the General Capital Projects Fund for the purpose of providing a match for a \$400,000 grant that was approved from the Assistance to Firefighter's Grant issued through Homeland Security February 12, 2011. The term of the grant was amended to extend to August 11, 2012:

From: 118-34730 – Assigned for Public Health & Welfare - \$100,000
To: 118-99100-590 – Transfers Out - \$100,000

- B. The Agriculture Extension Director will be requesting approval of the following budget transfer to purchase a commercial lawn mower for the Lane Agri-Park complex:

From: 101-57100-399 – Other Contracted Services - \$ 3,000
To: 101-57100-790 – Other Equipment - \$ 3,000

- C. The PAWS Director will be requesting approval of the following budget transfers and amendment to provide sufficient funds for maintenance agreements; and to recognize revenue received for contributions and to appropriate the contributions toward veterinary services:

From: 101-55120-302 – Advertising - \$ 200
101-55120-340 – Medical/Dental Services - 200
101-55120-451 – Uniforms - 500
101-55120-790 – Other Equipment - 1,000

To: 101-55120-334 – Maintenance Agreements - \$ 1,900

Increase Revenue: 101-44570 – Contributions/Gifts - \$ 3,000
Increase Expend.: 101-55120-357 – Veterinary Svc. - \$ 3,000

- D. The Rutherford County Fire Chief will be requesting approval of the following budget amendment to appropriate the proceeds from the sale of the ladder truck to Dickson County Rescue Squad to purchase hose:

Increase Revenue: 101-44530 – Sale of Equipment - \$ 6,000
Increase Expend.: 101-54320-499 – Other Supplies/
Materials - \$ 6,000

The County Fire Chief will be requesting approval of the following budget amendment to provide additional funding for the Diesel Fuel Account and the Gasoline Account due to rising fuel costs utilizing the gasoline pool in the Miscellaneous Category:

Explanation of Agenda Items (Cont'd)

From:	101-58900-425 – Miscellaneous/Gasoline -	\$10,400
To:	101-54320-412 – Diesel Fuel -	\$ 8,000
	101-54320-425 – Gasoline -	2,400

The Fire Chief will also be requesting approval of the following budget amendments to recognize revenue and the related expenditures for the 2010-11 and the 2011-12 SAFER Grant and the Assistance to Firefighters Grant; and to recognize revenue and the related expenditures for the 2011 Assistance to firefighters grant to be used to purchase self-contained breathing apparatus and mobile compressors/cascade fill station:

Increase Revenue: 101-47990 – Other Direct Federal Rev. - \$64,843

From:	101-54320-599 – Other Charges -	12,564
-------	---------------------------------	--------

To:	101-54320-790 – Other Equipment -	29,064
	101-54320-451 – Uniforms -	294

Increase Unassigned Fund Balance: 101-39000 - \$48,049

Increase Revenue: 101-47990 – Other Direct Federal Rev. - \$127,680

From:	101-39000 – Unassigned Fund Balance -	31,920
-------	---------------------------------------	--------

To:	101-54320-790 – Other Equipment -	\$159,600
-----	-----------------------------------	-----------

- E. The Sheriff's Department will be requesting approval of the following budget transfers to transfer \$50,000 from the Detention Utilities Account to the Sheriff's Department Gasoline Account; to transfer \$11,000 within the Detention Budget for food preparation supplies; to transfer \$12,000 within the Detention Budget for prisoner clothing, bedding, etc.; and to transfer \$12,000 within the Detention Budget for custodial supplies:

From:	101-54210-452 – Jail/Utilities -	\$50,000
To:	101-54110-425 – Sheriff's Dept/Gasoline -	\$50,000

From:	101-54210-710 – Food Service Equipment -	\$11,000
To:	101-54210-421 – Food Preparation Supplies -	11,000

From:	101-54210-336 – Maint./Repair Equipment -	\$12,000
To:	101-54210-441 – Prisoner Clothing -	12,000

From:	101-54210-399 – Other Contracted Services -	\$12,000
To:	101-54210-410 – Custodial Supplies -	\$12,000

7. Special Purpose Fund Budget Amendment:

The Sheriff's Department will be requesting approval of the following budget transfer to provide funding for Other Supplies & Materials in the DEA Special Purpose Fund:

From:	121-54110-319 – Confidential Drug Enforcement -	\$ 1,000
To:	121-54110-499 – Other Supplies/Materials -	\$ 1,000

8. Drug Control Fund Budget Amendment:

The Sheriff's Department will be requesting approval of the following budget amendment to recognize revenue from K-9 donations in the Drug Control Fund to be used for animal food and supplies:

Explanation of Agenda Items (Cont'd)

Increase Revenue:	122-44570 – Contributions/Gifts -	\$ 977
Increase Expend.:	122-54150-401 – Animal Food & Supplies -	\$ 977

9. Debt Service Fund Budget Amendments:

The Finance Director will be requesting approval of the following budget amendments for the Debt Service Fund to reflect the changes necessary to 1) budget bond proceeds and premium received and the underwriter’s discount for issuing debt; 2) amend for refunding the capital outlay note; and 3) to properly budget other debt issuance charges:

Increase Revenue:	151-49100 – Bond Proceeds -	\$21,020,526
	151-49410 – Premiums on Debt Sold -	1,303,011
Decrease Revenue:	151-49400 – Refunding Debt Issued -	\$20,000,000
Increase Expend.:	151-82310-605 – Underwriter’s Discount/ General -	\$ 23,134
	151-82330-605 – Underwriter’s Discount/ Education -	300,404
Increase Assigned for Debt Service:	151-34780 -	\$ 1,000,000
From:	151-82110-602 – Principal on Notes/General -	\$ 997,500
	151-82130-602 – Principal on Notes/Education -	20,002,500
To:	151-99300-699 – Other Debt Service -	\$21,000,000
From:	151-51900-606 – Other Debt Issuance Charges -	\$ 180,000
To:	151-82310-606 – Other Debt Issuance Charges/General -	\$ 12,850
	151-82330-606 – Other Debt Issuance Charges/Education -	167,150

10. The American Red Cross will be requesting approval of a Memorandum of Understanding with the county to allow county administrative staff to volunteer to help in case of an emergency in Rutherford County. It is being requested that in order for county administrative staff to be in a position to volunteer, the staff should be trained in advance and on call in case of catastrophic disasters in Rutherford County such as a tornado. This would be on a voluntary basis and the employees would not be charged for leave. This would cover five employees up to five days for non-emergency personnel to help with issues such as feeding, sheltering or interviewing. This is a completely voluntary program, and the department head must agree that the employee can be gone. The training would be on the employee’s time and usually takes only a few hours. Additionally, if the employee is injured while serving, the county would not be liable for those actions and the employee would be covered by insurance of the Red Cross.

The Public Safety Committee voted unanimously by acclamation to approve the matter and forward to the Budget Committee subject to the County Attorney review of the Memorandum of Understanding Agreement.

11. At the Property Management and Public Safety Committee meetings, Mayor Burgess advised there is TVA money available through the State for energy saving grants and he was requesting permission to apply for a maximum grant of \$250,000 for building improvements at the jail to install a heat recovery unit to supply all hot water. The grant would require a minimum match of 20%, and the application deadline is March 30. Mayor Burgess advised that a mechanical engineer would have to be engaged, at an estimated cost of \$10,000, to determine the utility savings and to assist in preparation of the grant application.

Explanation of Agenda Items (Cont'd)

The Property Management Committee voted unanimously by roll call vote to approve applying for the TVA energy saving grant and the engagement of a mechanical engineer to assist with said application and forward the same to the Public Safety Committee.

The Public Safety Committee also voted unanimously by roll call vote to approve applying for the TVA grant through the State up to \$250,000 with a 20% match and engaging a mechanical engineer to assist costing up to \$10,000 and forward the same to the Budget Committee.

12. At the Property Management Committee and the Public Safety Committee, Sheriff Arnold and Mayor Burgess reminded the committees of the need for additional space at the Sheriff's Department. Mayor Burgess requested consideration of acquisition of space to accommodate some departments such as detectives and patrol and advised he wanted to request authority to enter into serious negotiations for the space and forward the same to the Budget Committee. The acquisition may offset the need for renovations at the jail in the future. Mayor Burgess advised he thought up to \$1,000,000 would be required for the purchase and required renovations.

The Property Management Committee voted unanimously by roll call vote to endorse the concept of acquiring additional space for the jail and forward the issue to the Public Safety committee for the Sheriff and Mayor to present with the Public Safety Committee to forward its recommendation to the budget committee if approved.

The Public Safety Committee voted unanimously by acclamation to forward to the Budget Committee the idea of a committee finding space for the Sheriff's Department.

13. The Domestic Violence Program is under a three-year STOP grant and is in the final year. Mayor Burgess will be requesting permission to apply for a STOP Grant again.
14. The Finance Director will be requesting approval of a Direct Deposit Policy that effective January 1, 2013; the Rutherford County Finance Department will require all employees paid through the centralized accounting system to be paid by direct deposit. Direct deposit will be mandatory for all employees hired after May 1, 2012. A pay-card will be issued to any employee who is unable to obtain an account at an eligible financial institution.

The Finance Director will also be requesting approval of a Resolution to amend the county's accounting and financial management policies to require direct deposit of county employee payroll payments.

15. The 2012-13 Budget Schedule to review departments 2012-13 budgets will be set.
Please bring your calendar.
16. Other Business